



National Archives and Records Administration

PACIFIC ALASKA REGION
6125 SAND POINT WAY NE
SEATTLE, WASHINGTON 98115-7999
<http://www.nara.gov>

REQUEST FOR COPIES FROM CIVIL AND CRIMINAL CASE FILES BY MAIL OF FAX

The National Archives and Records Administration (NARA) in Seattle accepts limited requests for photocopies from civil and criminal case files and forwards the photocopies to the requestor by first-class mail, overnight express delivery, or fax. Requestor may obtain photocopies by selecting from the limited options described below. Please note that fax options are limited. Requests will be processed within three (3) business days of receipt.

Please follow the 5 steps below to obtain certified or uncertified copies of civil or criminal case files:

STEP 1 For each case, obtain the following information from the court where the case was filed and closed. **PLEASE USE ONE FORM PER CASE.**

FRC ACCESSION NUMBER	AGENCY BOX NUMBER	FRC LOCATION NUMBER
CASE FILE NUMBER	CASE FILE NAME	

STEP 2 Identify whether you want the **ENTIRE CONTENTS** of a case file, the criminal **PACKAGE** of common documents. There is no civil package. Nor do we copy specific **DOCUMENTS** off the docket lists:

- ☐ *The **ENTIRE CONTENTS** of the case file.* This option includes ALL of the documents in the requested case file and costs \$35.00 for the first 70 pages and \$.50 per page thereafter. No fax service is available for this option – mail or express delivery only.
- ☐ *The **CRIMINAL PACKAGE** containing two commonly requested documents.* This option applies to the documents listed below **ONLY**. All questions concerning file contents should be directed to the appropriate U.S. District Court. The total cost of the **CRIMINAL PACKAGE** is \$10.00. This package may be faxed if the total number of pages is 20 or less.

- The Judgement and Sentence or Probation/Commitment Order.
- The Indictment or Rule 20.

Please note the National Archives and Records Administration in Seattle will not research and copy individual documents based on the docket sheet within civil or criminal cases. A list of companies specializing in court research is available upon request. NARA does not recommend or endorse individual companies but provides the list as a service to its out of area customers.

FAX OPTION: Check the box at right and provide a fax number if you want photocopies returned by fax at no additional charge. Available only for orders totaling 20 pages or less; all other requests will be mailed. (Note: This option does not expedite the order processing time.)

FAX TELEPHONE NUMBER Area code(_____)_____ Attn:_____

CERTIFICATION OPTION: Check the box to the right if you would like to have your photocopies **CERTIFIED**. Certification is a verification of true, legal copies from within the case file. This option costs an additional \$6.00 per certification. Each certification package is limited to 70 pages. Certification requests of more than 70 pages will be completed in parts with a separate \$6.00 charge for each part required above 70 pages. Certified copies **cannot** be faxed.

EXPRESS DELIVERY OPTION: Check the box to the right if you want your photocopied documents returned by overnight (next business day) express delivery. You must provide a street address; P.O. Box's are not acceptable. This option costs an additional \$7.50. (Note: This option does not expedite the order processing time.)

STEP 3 Print name, mailing address (overnight express delivery requires a street address), and telephone number below:

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DAYTIME TELEPHONE NUMBER: Area Code (_____) _____

STEP 4 Payment may be in the form of a money order, pre-printed check, credit card or debit card.

SUMMARY OF CHARGES

ENTIRE CONTENTS = \$35.00 up to 70 pages; \$.50
per page thereafter (if over
70 pages we will contact you
for the additional fee.)

*CRIMINAL
PACKAGE* = \$10.00

CERTIFICATION = \$6.00 each package of 70 pages
or less (if your order requires
more than one part we will
contact you for the additional fee.)

EXPRESS DELIVERY = \$7.50

This Box is For NARA Use Only

Payment: Check/MO/Credit Card

Log # _____

Amt: \$ _____

Intls: _____

Date: _____

Mailed By: _____ Date: _____

Copied By: _____ Date: _____

Cert'd: By: _____ Date: _____

Faxed By: _____ Date: _____

FedEx By: _____ Date: _____

Tracking # _____

Make checks or money orders payable to: **National Archives Trust Fund, or NATF.**

If charging this purchase to a credit card, enter the type of card, the account number, the expiration date, and cardholder's signature below:

Card Type _____ # _____ EXP. DATE _____ / _____

SIGNATURE _____

STEP 5 Mail your payment and/or this completed form to: **NARA, NATF**
6125 Sand Point Way, NE
Seattle, WA 98115-7999

If paying by credit card you may fax your request to us at (206) 526-6575 or call it in to us at (206) 526-6504 between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday. Ask for the **TRUST FUND**. Please allow three (3) working days for the completion of your request, plus adequate return delivery time. Telephone calls inquiring about the status of an order can add to the length of time it takes to complete a request.

YOUR REQUEST AND ANY FEES SUBMITTED WILL BE RETURNED IF:

- The information supplied in STEP 1 is incorrect or incomplete.
- The name on the case file does not match the name requested.
- You fail to enclose a check or money order or if the amount is incorrect.
- Authorization cannot be obtained for the credit card number you supplied.
- Federal agency requests are submitted without proper fees.

(05/02)